



**The Kassia Academy**

Part of **KINGS ACADEMY TRUST**

# Provider access policy statement

The Kassia Academy

<b>Approved by:</b>	Lindsay Regan	<b>Date:</b> May 2023
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## 1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- › Procedures in relation to requests for access
- › The grounds for granting and refusing requests for access
- › Details of premises or facilities to be provided to a person who is given access

## 2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 (see more detail in section 2.1 below).

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our school complies with these requirements.

### 2.1 The 6 encounters schools must offer to all pupils in years 8 to 13

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
  - All pupils must attend
  - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)
  - All pupils must attend
  - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

- 2 encounters for pupils during the 'third key phase' (year 12 or 13)
  - Pupils can choose to attend
  - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from pupils

Our school will comply with this requirement by scheduling these encounters (amongst others) into the careers programme. Our careers lead Danielle Proctor will coordinate these encounters and ensure that providers provide the above information and present this information in a suitable way for our learners. In addition to this our careers lead will attend all encounters and provide support to learners during the encounters so that they are comfortable and able to ask questions they may have.

## **2.2 Meaningful provider encounters**

Our school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

Meaningful live online engagement is also an option at our school.

## **3. Student entitlement**

All students in years 7 to 11 at Kassia Academy are entitled to:

- › Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point
- › Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, e.g. through activities and events such as options events, assemblies and taster events
- › Understand how to make applications for the full range of academic and technical courses

## **4. Management of provider access requests**

### **4.1 Procedure**

A provider wishing to request access should contact Danielle Proctor, Kassia Academy Careers Lead

Telephone: 01925 452010

Email: [danielle.proctor@tkas.org.uk](mailto:danielle.proctor@tkas.org.uk)

### **4.2 Opportunities for access**

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	<p>Encounter with a further educational provider (vocational).</p> <p>Encounter with employers</p>	<p>Encounter with a further educational provider (A-levels)</p> <p>Individual meeting with careers lead.</p> <p>Careers trip/activity linked to aspiration raising.</p>	<p>Assembly speaker</p> <p>Careers workshop</p>
YEAR 8	<p>Encounter with a further educational provider (vocational).</p> <p>Encounter with employers.</p>	<p>Encounter with a further educational provider (A-levels)</p> <p>Individual meeting with careers lead.</p> <p>Careers trip/activity linked to aspiration raising.</p>	<p>Assembly speaker</p> <p>Careers workshop</p>
YEAR 9	<p>Encounter with a further educational provider (vocational).</p> <p>Encounter with employers.</p> <p>Meeting with careers advisor.</p>	<p>Encounter with a further educational provider (A-levels)</p> <p>1-1 meeting with careers lead.</p> <p>Careers trip/activity linked to aspiration raising.</p> <p>KS4 options discussion.</p>	<p>Assembly speaker</p> <p>Careers workshop</p>
YEAR 10	<p>Encounter with a further educational provider (vocational).</p> <p>Encounter with employers.</p> <p>Meeting with careers advisor.</p> <p>Work experience embedded into the curriculum.</p>	<p>Encounter with a further educational provider (A-levels)</p> <p>Individual meeting with careers lead.</p> <p>Careers trip/activity linked to aspiration raising.</p> <p>Visit to a local careers fair.</p> <p>Visit local colleges.</p> <p>Careers workshop.</p>	<p>Work experience preparation.</p> <p>Assembly speaker.</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 11	<p>Encounter with a further educational provider (vocational).</p> <p>Encounter with employers.</p> <p>Meeting with careers advisor.</p> <p>Work experience embedded into the curriculum.</p> <p>Post 16 applications.</p>	<p>Encounter with a further educational provider (A-levels)</p> <p>Individual meeting with careers advisor.</p> <p>Careers trip/activity linked to aspiration raising.</p> <p>Visit to a local careers fair.</p> <p>Visits to local colleges.</p> <p>Careers work shop.</p>	<p>Confirmation of post-16 education and training destinations for all pupils</p>

Please speak to our Careers Lead to identify the most suitable opportunity for you.

These events will run in line with any measures related to public health incidents, including COVID-19.

### 4.3 Granting and refusing access

Whilst we have scheduled and timetabled Careers lessons on our timetable we will endeavour to grant access to support your careers event where possible. Please contact our Careers Lead Danielle Proctor, [Danielle.proctor@tkas.org.uk](mailto:Danielle.proctor@tkas.org.uk) for further information.

### 4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

### 4.5 Premises and facilities

At Kassia Academy we are more than happy to accommodate providers and have a range of suitable spaces and ICT equipment available upon request. Access to classrooms and smaller meeting rooms are available as is access to our school hall for larger group work if needed. All facilities can be discussed and booked in advance via contact with our careers lead Danielle Proctor.

Providers are encouraged to send us or leave prospectuses or other materials for learners to read. All visits will run in line with any measures related to public health incidents, including COVID-19.

## 5. Previous providers

In previous years we have invited the following providers from the local area to speak to our pupils:

- Balfour Beatty
- United Utilities
- Greencore
- Amazon
- Warrington Vale Royal College
- Priestly College

- Morthying
- Myerscough College

## 6. Pupil destinations

Last year, our year 11 pupils moved to a range of providers in the local area once they left Kassia Academy:

- Warrington Vale Royal College
- Priestly College
- Morthying College
- Employment
- Range of apprenticeships

## 7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure which can be found on our website policies section under Kings Academy Trust policies/ complaints handling policy or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## 8. Links to other policies

This policy can be read in conjunction with other relevant policies:

- › Safeguarding/child protection policy
- › Behaviour Policy
- › Careers guidance policy
- › Curriculum policy
- › Complaints policy

## 9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Lindsay Regan Headteacher

This policy will be reviewed by Lindsay Regan Headteacher annually.

At every review, the policy will be approved by the governing board.